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Sent: Thursday, December 4, 2003 8:50 AM
To: DiNatale, Margaret (DPH) <Margaret.DiNatale@dph.state.ma.us>; Tisei, Nancy (DPH) <Nancy.Tisei@dph.state.ma.us>; Farak, Sonja (DPH) <Sonja.Farak@dph.state.ma.us>; Piro, Peter (DPH) <Peter.Piro@dph.state.ma.us>; George, Harvey (DPH) <Harvey.George@dph.state.ma.us>; Salemi, Charles (DPH) <Charles.Salemi@dph.state.ma.us>
Subject: Drug Lab QA/QC meeting

Drug Laboratory QA/QC Meeting, 12-03-03

Present: Margaret DiNatale, Nancy Tisei, and Sonja Farak
Minutes prepared by S. Farak

1) Balances

-The balances' QC was reviewed and signed off by Nancy Tisei.

-One balance was not functioning correctly when tested and taken out of service by Chuck Salemi.

2) UV/VIS

-The UV/VIS Spectrophotometer's QC was reviewed and signed off by Nancy Tisei.

-The linearity check for the UV/VIS was discussed in the drug lab meeting on 12-01-03. Starting in 2004, the linearity check will be discontinued as the lab does not perform concentration calculations on the UV/VIS. The remainder of the UV/VIS QC will remain intact and is sufficient for the lab's UV/VIS usage.

3) IR

-The IR Spectrophotometers' QC was reviewed and signed off by Nancy Tisei.

-The QC routine of the Perkin Elmer 1420 IR has officially been updated as per a memo from Chuck Salemi stating that a monthly check of a polystyrene film will be run and recorded. Should the PE 1420 start to be used on a regular basis, then a polystyrene film as well as a standard consisting of cocaine base will be run with each batch of samples. A copy of the memo was given to Margaret DiNatale.

4) GS/MS

-Margaret DiNatale reviewed and signed off the GC/MS autotune reports.

5) Reagents

-The reagent log was reviewed by Margaret DiNatale. Questions arose as to whom prepared the Duquenois reagent and the date prepared (the info was not entered into the log correctly). Sonja Farak will talk with Chuck Salemi and Daniela Frasca to answer these questions, and report back at the January 2004 meeting.

6) Hoods

-The status of the hoods in rooms 361, 362, and 363 were briefly discussed. Maintenance has been in room 363 taking a variety of air flow readings, but nothing formal has come of this. Margaret DiNatale will inquire about the status of all three hoods at the next facility meeting.